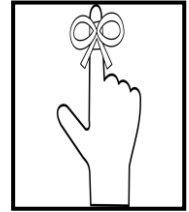


Highly Qualified Teacher Updates 2014-2015

All core content teachers must be highly qualified at the time of hire or the time of transfer to another position within a local education agency (regardless of whether a school receives Title I funding).



General Reminders

- It is no longer a requirement for local education agencies to complete attestation forms to gather highly qualified teacher data unless they choose to do so. However, teachers **must still meet the specific requirements** for each core content position they are hired to teach. Instructional paraprofessionals in grades K-12 working in a Title I program or a Title I school-wide school must still complete the Instructional Paraprofessional attestation form.
- The enclosed attestation forms are to be used as a **guidance document** to determine highly qualified status for core content positions. Local education agencies may continue using the attestation forms as a means to collect information which is **required** to be entered onto the Highly Qualified Teacher Position Input application through the Common Log-On.
- Local education agencies must maintain a highly qualified teacher file for each core content teacher, which is updated annually and includes a copy of the attestation forms (if utilized) and supporting documentation for all current teaching assignments. Files must be stored at a local school site or at a centralized location for a minimum of five years (per the requirements for federal documents).
- School principal confirmation of the highly qualified status of core content teachers will now be collected digitally (i.e. electronic signatures) as a part of entering teacher data on the Highly Qualified Teacher Position Input application rather than signing individual attestation forms.
- Local education agencies which are providing students with core content instruction via an on-line provider must collect and maintain a highly qualified file for each teacher providing instruction. On-line teachers must possess a Bachelor's degree, be appropriately certified in the State of Arizona (only Special Education teachers must be certified in a charter school setting) and be highly qualified in the core content they are teaching. They must also have a valid Arizona IVP fingerprint card.

HQT Reporting Timeline- 2014-2015

- All district/charter schools must report their highly qualified teacher information on-line no later than Monday, September 29, 2014.

HOUSSE Rubric Reminder

- Teachers in core content areas who were determined to be highly qualified through a HOUSSE Rubric on or before June 30, 2007, may continue to use the HOUSSE to meet the highly qualified requirement provided that they have a physical copy of the completed rubric form, along with all supporting documentation. For a HOUSSE Rubric to be valid, teachers must have been teaching in the core content area at the time of completion. It is the responsibility of the LEA to retain highly qualified files for each teacher for five years (per federal document retention policies). It is the teacher's responsibility to keep a personal copy of their HOUSSE Rubric and supporting documentation since they cannot be recreated; no new rubrics may be completed at this time. In addition, please note the following:
 1. If the HOUSSE Rubric is listed as an option to determine content competency on an attestation form, teachers may use their completed HOUSSE rubric as long as they have earned a minimum of 100 points and can provide the appropriate supporting documentation.
 2. Teachers who hold a HOUSSE Rubric (with supporting documentation) that was completed on or before June 30, 2007 for a specific content area are able to use it during their professional career

Highly Qualified Teacher Updates 2014-2015

even if they move to a different teaching position and then return to the position for which they hold the rubric. This is true of all of the HOUSSE Rubrics created during this time frame. Again, a physical copy of the HOUSSE Rubric and supporting documentation must be provided by the teacher to show their highly qualified status in the content area.

3. In the Highly Qualified Teacher Position Input application online, the HOUSSE Rubric is often an option available for many core content positions. Teachers will be highly qualified if the teaching position content area is identical to the one that the HOUSSE Rubric was completed for (with the supporting documentation).

Definitions

- **Equity:** The local education agency will ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers.
- **New Hires:** “New hires” includes teachers already employed by the district/charter school who transfer into a different school or individuals that are newly employed by the local education agency.
- **A SPED “teacher of record”** directly instructs, evaluates and assigns grades to students in core academic subjects and must show content competency for each core subject area taught. SPED teachers do not have to demonstrate subject-matter competency in core academic subjects if they do not directly instruct students in those subjects, or if their role is limited to providing high qualified teachers with consultation on the adaptation of curricula, the use of behavioral supports and interventions, the selection of appropriate accommodations, assists students with study or organization skills, or reinforces instruction the child has already received from a teacher who is highly qualified in that core academic subject. A SPED teacher who is not “teacher of record” is then determined highly qualified by having the appropriate Arizona Special Education Certificate.

Contact Information

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